

CITY OF BEAVERTON

Engineering Services Manager

General Summary

Plan and supervise activities within the Engineering Services Section. Ensure that private development sites and public improvements are completed in accordance with all applicable standards, codes, ordinances, rules, regulations and laws. Manage AutoCAD and survey activities and staff in the Engineering Section. Develop and administer policies, procedures and budget for Section.

Key Distinguishing Duties

Overall responsibility for managing the programs and staff of the section including hiring employees, responding to grievances and overseeing the disciplinary process as needed. Requires a comprehensive knowledge of software programs designed to assist in the development of accurate engineering drawings.

Essential Functions

Depending upon assignment, the incumbent may perform a combination of some or all of the following duties, which are a representative sample of the level of work appropriate to this class.

1. Supervise Engineering Services Section operations. Develop, review, approve and implement section work plans, services, policies, procedures and reports. Set performance standards. Enforce and ensure compliance with applicable codes and department policies and procedures. Serve as a member of the Engineering Section management team. Evaluate performance and program effectiveness and take action for improvement as necessary. Authorize payments to contractors and consultants.
2. Supervise staff to ensure City goals and objectives are met. Make hiring decisions. Provide opportunities for developmental training and performance coaching to employees. Conduct performance evaluations. Respond to employee grievances and oversee disciplinary processes according to the collective bargaining agreement and City policy.
3. Manage survey activates and CAD technicians to ensure Engineering project goals and objectives are met. Organize, prioritize and assign work. Monitor status of work in progress and inspect completed work. Develop work plans, timelines and resource allocations for assigned projects. Monitor progress to ensure objectives are met.
4. Develop, review, approve and implement project work flows, services, policies and procedures. Evaluate program effectiveness and take action for improvement as necessary. Plan, coordinate and administer the development of the CAD systems including the acquisition of related hardware and software. Research new development and applications in CAD.

5. Serve as technical expert and contact point for engineering construction inspection issues. Provide technical code and general information to the staff, public, construction industry, developers and various design and professional contacts.
6. Prepare, recommend and monitor budget for section. Provide explanation for variances.
7. Facilitate meetings. Serve as liaison with various other City Departments, committees, developers, contractors, and/or public. Provide interpretations of code and Engineering Design Manual.
8. Exhibit leadership to staff, work teams and fellow employees. Serve as a model for accomplishing City's vision and goals. Create an environment in which employees are focused on producing excellent quality results.
9. Produce an acceptable quantity and quality of work that is completed within established timelines.
10. Provide direction and set standards for excellence in internal and external customer service. Promote professional and courteous behavior with a creative approach to problem resolution that creates a positive experience for the customer.
11. Represent the Engineering Section and/or City to the public, in legal or administrative proceedings, to other organizations or entities and in other situations as required. Make presentations and provide comment and testimony. Advance and protect the interests of the City and its citizens in all matters.
12. Provide employees with basic job training and safety instruction. Actively support safety and loss control measures. Ensure employees are held to departmental safety and loss control standards.
13. Participate in the City Emergency Management program including classes, training sessions and emergency events.
14. Develop safe work habits and follow all required safety policies, procedures and techniques. Contribute to safety of self, co-workers and the general public.
15. Follow standards as outlined in the Employee Handbook.
16. Actively promote and support diversity in the workplace through staffing, promotions, training and career development. Model respect for diversity in the workplace.

Other Functions

1. Serve on or provide support to a variety of committees, task forces and advisory groups as necessary.
2. Perform related duties of a similar scope and nature.

Knowledge Required for Entry

- ◆ Advanced knowledge of practices and principles of civil engineering.
- ◆ Advanced knowledge of engineering design practices.
- ◆ Advanced knowledge of computer aided design and drafting programs.
- ◆ Advanced knowledge of issues and trends in the construction industry.
- ◆ Advanced knowledge of the laws, regulations, ordinances and codes governing civil engineering and engineering construction inspection of public work projects and private development projects.
- ◆ Advanced knowledge of mathematic principals.
- ◆ Working knowledge of project budgeting.
- ◆ Advanced knowledge of safety practices and procedures related to assigned sections.
- ◆ Advanced knowledge of English grammar, spelling and usage.
- ◆ Working knowledge of project management techniques.
- ◆ Working knowledge of the laws and regulations governing civil engineering, public engineering and construction projects.
- ◆ Basic knowledge of managing consultant and construction contracts.
- ◆ Working knowledge of practices and principles of public/business administration practices and decision-making.
- ◆ Working knowledge of strategic planning methods with an emphasis on services related to civil engineering, construction and inspection of public works and private development.
- ◆ Working knowledge of public purchasing and contracting laws and regulations.
- ◆ Working knowledge of human resources management practices.

Skills/Abilities Required for Entry

- ◆ Advanced ability to perform engineering computations
- ◆ Advanced ability to apply and interpret codes and ordinances.
- ◆ Advanced ability to read engineering plans and specifications.
- ◆ Advanced skill in management of engineering construction inspection.
- ◆ Advanced ability to read and interpret blueprints and engineering plan specifications.
- ◆ Advanced ability to sold problems and develop solutions.
- ◆ Advanced ability to maintain complete and accurate documentation.
- ◆ Strong skill in conceptual analysis and policy/program development and implementation.
- ◆ Strong ability to successfully manage the operations and budget of a department.
- ◆ Advanced ability to manage consultant and construction contracts.
- ◆ Advanced ability to productively manage and/or participate on a team and in a team environment including the ability to develop a team approach to producing high quality results.
- ◆ Strong ability to effectively manage multiple programs and a staff including hiring, training, coaching, disciplinary action, performance management and termination.
- ◆ Strong ability to demonstrate leadership behavior to employees, contractors, public officials, other agencies, customers and the general public.
- ◆ Strong ability to build consensus.
- ◆ Strong ability to establish and maintain effective working relationships with employees, contractors, other agencies, public officials and the general public.
- ◆ Strong ability to coach employees on and to apply excellent internal and external customer service skills.
- ◆ Advanced ability to communicate effectively both orally and in writing with diverse customers, employees, contractors, other agencies, public officials and the general public.

- ◆ Strong ability to make presentations and develop reports that may include technical information.
- ◆ Advanced ability to use word processing and spreadsheet programs, design/drafting applications and other software applications as required for position.

Minimum Qualifications Required for Entry

Bachelor's degree in Civil Engineering, construction technology, or a related field and 5 years experience in engineering or construction including 2 years in a supervisory or lead role or an equivalent combination of education and experience enabling the incumbent to perform the essential functions of the position.

Licensing/Special Requirements

- ◆ Positions in this classification are required to possess a valid driver's license and the ability to meet the City's driving standards.

Working Conditions

Regular focus on a computer screen; daily precise control of fingers and hand movements; daily dealing with distraught or difficult individuals; occasional attendance at meetings or activities outside of normal working hours; weekly operation of a motor vehicle on public roads; occasional standing for prolonged periods; occasional dealing with distraught or difficult individuals; occasional crouching, crawling, bending, kneeling, climbing and balancing for inspections; occasional exposure to high noise levels at construction sites; occasional work outdoors in inclement weather; periodic potential exposure to chemicals and hazards at construction sites; occasional response to emergency conditions in off-hours.

Classification History

Created: 05/07
Revise: 1/1/09

Status: M2
FLSA: Exempt

Department Head Signature

Human Resources Signature

Date

Date